

Where the World meets Africa



ICC Durban (PTY) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the Durban Exhibition Centre and the Durban ICC Arena. The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre at the World Travel Awards 16 times.

CORPORATE AFFAIRS MANAGER (TG16) (Internal/External)



AFRICA'S LEADING MEETINGS
AND CONFERENCE CENTRE - AS VOTED
BY THE WORLD TRAVEL AWARDS

The Durban ICC is calling for suitable candidates to apply for the position of Corporate Affairs Manager. The incumbent will be required to manage and control the Public Relations and Communication functionality of the Durban ICC by aligning strategic objectives, performance indicators and activities to effect business conversion. The incumbent will be required to project a favourable corporate reputation of the Durban ICC to all internal and external stakeholders. The incumbent will be required to oversee the Company's Quality Assurance Programmes to effect improved levels of Customer Satisfaction.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Minimum Qualifications

- Tertiary qualification in one of the following areas: Marketing management or Public relations or Corporate Affairs or Communications or Journalism or Equivalent Qualification (at NQF Level 6 or higher)

Experience and knowledge required

- Experience in managing Corporate Affairs
- Experience in Convention Centre will be an advantage
- Excellent command of English, writing skills and communication
- Computer literacy (Microsoft Word, Excel, PowerPoint & Outlook)
- Experience in writing press releases and preparing annual reports
- Experience liaising with the Media
- Experience in customer relations/stakeholder engagement
- Experience with managing Customer Satisfaction programmes

Attributes

- Strong public relations, communication and writing abilities
- Exceptional customer service skills
- Effective planning and organizing abilities
- Proactivity
- Integrity
- Adaptability

KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Management of Public Relations with regards to media, external parties and clients
- Compilation and submission of media releases, statements and responses on behalf of the organisation

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AFRICA'S LEADING CONVENTION CENTRE

International Convention Centre Durban (Pty) Ltd.

M. C. Jackson, N. Langa, N. Makelo, V.G. Mashini, M. S. Msomi, S. Naidoo, B. Ndamase, S. L. Ntuli, Z. Zulu, L. E. Rakharebe, M. A. Rambally

ICC DURBAN (PROPRIETARY) LIMITED Reg. No. 1992/005887/07



- Maintenance of Stakeholder Relations through internal and external communications
- Preparation of the Annual Report
- Compilation and design of electronic newsletter
- Preparing presentations, proposal and high level executive summary information for reports.
- Keeping abreast of tender opportunities which may benefit the organisation
- Prepare editorial content for use in conjunction with advertising campaigns/trade shows/media relations
- Management of Guest Relations feedback program in conjunction with the ISO standards of the organisation
- Assist with Corporate Hospitality and networking events
- Manage and oversee the company's Corporate Social Investment programme
- Compilation and submissions of entries for awards programmes
- Delivery of specific marketing initiatives (promotions, advertisements, etc.) and creating awareness, promoting market share and/ or supporting customer loyalty
- Providing input into the formulation of the department's budget and presenting information to support specific provisions and allocations

APPLICATIONS

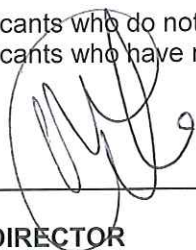
The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will assist the ICC in addressing its current transformational needs. People who are differently abled are encouraged to apply.

N.B. This is a re-advertisement and candidates who have previously applied need not apply again.

Applications must reach the Human Resources Department, Durban ICC, PO Box 155, Durban 4000 or 45 Bram Fischer Rd, Durban 4001 or via e-mail: recruitment@icc.co.za

Closing date for the CV submissions is **17 May 2018.**

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration
Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.



HR DIRECTOR